

**MINUTES OF THE
BI-STATE REGIONAL COMMISSION**

Wednesday, September 24, 2014, 3:30 p.m.
Scott County Administration Building
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: Minard – Chair, Austin, Furlong, Hopkins, Howard, Lawrence, Liddell, Meeker, Newton-Butt, O’Boyle, Schloemer, Sherwin, Stoermer, Sunderbruch, Tank, Thodos, Williams

MEMBERS ABSENT: Anderson, Banaszek, Callaway-Thompson, Earnhardt, Gallagher, Gluba, Goodwin, Gordon, Heninger, Hillman, Holmes, Pauley, Raes, Tossell, Volz, Washburn, Wells

OTHERS PRESENT: None

STAFF PRESENT: Bulat, Grabowski, McCullough, Miller, Moritz, Pearson

Chair Minard called the meeting to order at 3:30 p.m.

1. Approval of the August 27, 2014 Minutes. Mr. Schloemer moved to approve the minutes of August 27, 2014 as presented. Ms. Sherwin seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Mayor O’Boyle presented the Treasurer’s Report for the month ending August 31, 2014, noting an ending total bank and book balance of \$489,141.57. Mayor O’Boyle moved the report be accepted as written and mailed. Mr. Stoermer seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mr. Austin presented the bills totaling \$49,090.63, as listed on the following bills listing and addendum dated September 24, 2014:

Bills List

Hurt, Norton & Associates, August 2014 legislative technical service (cost reimbursed by participating member governments)	\$ 7,750.00
RK Dixon, Microsoft Office 2013 Professional Plus License & monthly copy charge	8,608.56**
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	3,885.00

Addendum

Bancard Center, VISA charge card expenses related to 3 staff attending the Mid-Continent Transportation Research Forum; Quad Cities Chamber Annual Meeting; Chief Elected Officials and Chief Administrative Officials Meeting (cost reimbursed by participants); 2 staff attending the 2014 EDA Chicago Regional Conference; American Planning Association Audio Conferences for 2014-15; Managers & Administrators Committee meeting; 2 staff attending the Illinois Public Transportation Association 2014 Fall Conference; office supplies	3,651.96
Louisa Ewert, Treasurer	5,269.70
10/2014 Rent \$4,618.38	
10/2014 Internet Access 88.00	
08/2014 Postage 383.32	
08/2014 Cell Phone 180.00*	
*(Partial costs reimbursed by HCEDP/Rural Accelerator Grant)	
URS Corporation, Household Survey and Model Integration Project (reimbursed By Air Quality grants)	19,645.37
**Correction–	
RK Dixon (previously listed as \$8,608.56), additional invoice for an Ethernet Desktop Switch (\$280.04)	8,888.60

Mr. Austin moved approval of the bills totaling \$49,090.63 as presented above. Mr. Stoermer seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2014-15 Program Budget as of August 31, 2014. Mr. Austin explained the Program Budget Status Report was mailed in members' packets. The Commission is 16.7% through the fiscal year with 16.3% expended and within budget.
- c. Contracts/Grants for Consideration. Ms. Bulat presented the following contract over \$7,500 for the Commission to consider.
 - Apply for and accept contract with the State of Iowa for an Iowa Clean Air Attainment Program grant with the focus on Regional Traffic Analysis & Traffic Safety Education. The grant is for the period 7/1/15 – 09/30/16, in the amount of \$40,000 and requires \$10,000 of local match.

Mr. Furlong moved approval of the contract as presented above. Mr. Stoermer seconded the motion, and it passed unanimously.

- 4. Joint Purchasing Program Report. Ms. Pearson announced that members of the Joint Purchasing Council (JPC) have saved thousands of dollars on commonly purchased products such as calendars, printer supplies, fine paper, municipal water treatment chemicals and utility supplies, marking paint, street signs and hardware, street sign posts, ice melt, turf chemicals, athletic field dressing items, various types of seed, janitorial paper products, cleaning supplies, personal hygiene items, garbage can liners, and food service supplies.

She said that currently, 32 governmental entities are members of JPC. Membership requires city or county board approval and signing of the intergovernmental agreement. Bi-State’s membership dues fund agency staff time and bid materials needed by the program.

Ms. Pearson and Peggi Merchie work directly with about 80 government staff from various departments within Bi-State local governments, and they maintain a database of about 275 vendors of products that are jointly purchased. They also develop bid specifications, coordinate the bid letting and opening, complete the bid analysis, and coordinate the actual sending of purchase orders to the awarded vendors. By doing this, the JPC program reduces duplicative administrative costs, such as advertising, postage and bid preparation and analysis for all bid participants. Vendors deliver all items as indicated on the purchase orders supplied by the participants. This reduces the need for local governments to “go shopping” for items and reduces fuel charges for them.

Ms. Pearson explained that bid prices are firm and all inclusive so there are no “surprise” fees added at the time of delivery. The JPC does not accept any of the delivery, freight, or deposit or fuel surcharges that are frequently added to invoices when an entity purchases products on its own. Participating in the bid process is simple for participants. For many bids, it only requires entering quantities needed on an order form, approving the bid results and creating a purchase order. Program participants share expertise and experience through participating in JPC meetings or special training sessions held with industry experts. She also shared testimonials from Joint Purchasing Council members.

5. Aerial Photo Project Update. Ms. Miller, Bi-State Data/GIS Director, provided an update on the coordination of a multi-county area flyover to acquire GIS-quality digital aerial photos and other products this year. Staff facilitated similar projects in 2005 and 2009 with participants realizing a significant cost savings by coordinating the flight and purchasing aerial products together. In 2005 Rock Island and Scott Counties; the cities of Bettendorf, Colona, Moline, and Rock Island; and the Muscatine Area Geographic Information Consortium, or MAGIC (Muscatine County, City of Muscatine, and Muscatine Power and Water Co.) spent approximately \$465,500 to purchase aerial photo products. In 2009, Scott County and the municipalities of Carbon Cliff, Coal Valley, Davenport, East Moline, and Silvis purchased products for approximately \$260,000.

Ms. Miller explained that staff seeks project participants and gathers product wish lists; procures a consultant for RFP development, vendor selection, and other technical tasks; and coordinates technical and administrative details to ensure project completion. The cost of the technical consultant is shared among participants. Project participants for the Spring 2014 flight included: (IA) Clinton and Scott Counties; MAGIC; and (IL) Henry Co., municipalities of Aledo, Carbon Cliff, Coal Valley, East Moline, Milan, Moline, Rock Island, and Silvis. Costs for the aerial flight and products are unit cost-based and are determined by the area covered by each jurisdiction and the type of product desired. The group selected Kucera International out of Willoughby, OH to acquire the imagery and produce aerial products. Each jurisdiction holds a separate contract with Kucera with the total project cost at \$560,039.40. Products for this year’s project include: digital color orthophotography (at various resolutions), LiDAR (Light Detection and Ranging), digital terrain models (DTMs), digital elevation models (DEMs), contours, and planimetric mapping. The imagery was acquired over 11 days between March 30 and April 25, 2014, after the snow had melted and there was no flooding, no leaf cover, and the skies were clear. Participants will receive pilot project areas (approximate 3.0 square mile sample sections) for review in late September. Final delivery of all products is expected by December 31, 2014.

Ms. Miller stated that while there’s no set schedule for another regional flight in coming years, the success of the project in this and past years demonstrates successful multi-jurisdictional flyovers

occur with a four or five year frequency. Local governments and agencies are encouraged to participate and plan budgets accordingly.

6. Questions or Comments by Commissioners. There was additional discussion of bridge construction in the Quad Cities. The opening date of the Centennial Bridge was moved to October 10, but it could be longer. Ms. Bulat stated that the crew is working 12-hour shifts, 6 days per week to complete the work and open one lane of traffic each way. Mr. Tank asked if the Arsenal Viaduct and Government Bridge would experience construction tie-ups before the opening of the Centennial Bridge. Ms. Bulat explained that there was discussion with the Corps of Engineers on when repairs to Fort Armstrong Avenue would begin, and although final decisions had not been made, there was consideration of moving the project to the 2015 construction season.
7. Other Business. Mr. Schloemer informed Commissioners that a housing opportunity conference and prosperity summit will be taking place in the coming months. These will address the issues of transitioning out of poverty and assisting people close to phasing out of Section 8 housing. There will be teaching lessons about what poverty is and how to mentor someone living in poverty.

Ms. Bulat informed Commissioners that the Midwest Energy International Symposium would be taking place on Thursday, October 9 at the Waterfront Convention Center in Bettendorf. She encouraged elected officials to attend as there would be multi-national speakers regarding fuel and freight.

8. Adjournment. The meeting adjourned at 4:26 p.m.

Respectfully submitted,



Larry Minard
Chair